Automated Approval Workflows

What are they?
Online Automated Workflow Approvals streamline the manual approval process for requisitions, travel and expenses and account payable invoices, eliminating the need for printed and signed documents.

What problem are we fixing?
SFU’s current process requires signing approval for requisitions and expense claims on printed forms prior to processing. While this process has been useful for SFU, the physical exchange of documents makes them vulnerable to being lost therefore stalling the approval process. Occasionally, approvals are completed by staff that do not have appropriate signing authority.

What are the benefits?
- Enhances efficiency by granting proper approval authority.
- Increases transparency so that stalled approvals are identified and the managing of papers is minimized.
- Paperless approvals minimize errors, delays, and allow for easy tracking of the requisition, expense claim, or account payable invoices.

How will they work?
The image below shows the process for Requisitions

Radiation Safety provides Radioactive Materials approval *
**Purchase Order emailed to the Suppliers for processing